

**Occupational Licenses** issues occupational licenses for businesses in the City of Fort Lauderdale. An occupational license is required before owning or operating a business in the City, and owners are required to check zoning requirements for the business location. A Broward County license is also required after obtaining a City license.

**Planning Department** is involved in City projects that entail new development, revitalization, neighborhood associations and historic preservation. Planning reviews and processes applications for site development plans, plats, re-zonings, concurrency, conditional uses, and annexations. The division is also responsible for implementing the goals, objectives and policies of the City's Comprehensive Plan.

**Public Records** assists customers with public record requests that pertain to building permits. Public Records, including building plans, permits and other issued or microfiche documents are available for viewing Monday through Friday from 8:00 a.m. to 4:00 p.m. Copies of public records may be requested, however, a fee will be charged for any photocopying or staff research.

**Zoning Services** classifies the way land is used to provide orderly growth, quality development and compatible land use relationships with available public facilities and services in the City. Zoning regulates the height, building area and intensity of land uses to protect public health, safety and welfare and to promote development functionality and aesthetics.

## Building Services Center Phone Numbers

Community Area Planning	954-828-8981
Community Inspections	954-828-5207
Engineering Permits	954-828-5048
Utilities Services	954-828-5123
Fax Permitting	954-828-6330
General Information	954-828-6520
Inspection Scheduling	954-828-5191
Occupational Licenses	954-828-5195
Planning & Zoning Information (P&Z)	954-828-5203
Professional Day Appointments (P&Z only) (each Monday)	954-828-6031
Professional Day Appointments (Building Department only) (each Monday)	954-828-5231

If you would like this brochure in an alternate format (large print, audio tape) please call 954.828.4746 or e-mail [webmaster@fortlauderdale.gov](mailto:webmaster@fortlauderdale.gov).

Si desea copias en español de esta información, sírvase llamar al teléfono 954.828.4746.

Poun mande kopi enfòmasyon sa yo an kreyòl, telefòn 954.828.4746.

# Building Services Center

City of  
Fort Lauderdale

An Overview of  
our Services  
and Center

Building Services Center  
700 N.W. 19th Avenue  
[www.fortlauderdale.gov](http://www.fortlauderdale.gov)  
954.828.6520



**W**elcome to the City of Fort Lauderdale's Building Services Center. The Building Services Center provides a professional and comfortable environment where customers will benefit from an open floor plan designed to improve work flow and file retrieval. Customers will enjoy the specially designed work area to prepare and assemble plans, as well as the ability to access on-site computers to schedule or check the status of a permit application.

The Building Services Center is located at 700 N.W. 19 Avenue in Fort Lauderdale. The Center is open Monday through Friday from 8:00 a.m. to 4:30 p.m. and will house the following departments and divisions:

**Building Division**  
**Community Inspections**  
**Engineering Permitting**  
**Fire Plan Review**  
**Landscaping**  
**Occupational Licenses**  
**Planning Department**  
**Public Records**  
**Zoning Services**

This brochure highlights the services available at the Building Services Center. For more information, call 954.828.6520.

**Building Division** reviews and issues building permits and Certificates of Occupancy, performs field inspections and provides expertise on the Florida Building Code, South Florida Building Code and the Americans with Disabilities Act.

The Building Division issues permits for almost any type of construction including:

- Roofing, docks/decks, sheds, pools/spas and screen enclosures
- Demolition of any structure
- Electrical work including signs and alarms
- Improvements or construction in public right-of-ways
- Installation and repair of fences including public ways, paved roads/shoulders and grassy swales
- Installation and repair of mechanical equipment and air-conditioner change-out
- Minor repairs including paving and resurfacing of driveways
- Installation of plumbing fixtures, sprinklers and backflow devices
- Signage including window signs and Change of Copy
- Fire services, fire hydrants, hydrant flow tests, sewer laterals, and water meters 4" or larger

**Community Inspections** preserves and improves the housing and property standards through enforcement of the City Code of Ordinances and Regulations and the Florida Building Code.

Community Inspections receives code violation complaints when they are reported to the City or when a code officer observes violations. Some common violations include overgrown grass and weeds; trash on private property or swales; abandoned, derelict, or unlicensed vehicles; deteriorating housing conditions; illegal signs and zoning violations.

**Engineering Permitting** reviews developments (site plans) and reviews and inspects improvements to water, sewer, drainage, roadways, accesses, and driveways; traffic circulation and parking; lighting, and general modifications or improvements involving connections to the infrastructure in the right of ways, easements and City property.

**Fire Plan Review** reviews all construction documents and all commercial and residential buildings three units and above for compliance with local, county and state fire safety regulations

**Landscaping** oversees the Tree Preservation Ordinance and issues tree permits. Landscaping provides information about tree abuse, such as neglect, hatracking, improper pruning, and tree removal.